



Baltimore County Agricultural Center Equine Facility

VOLUNTEER HANDBOOK

Contact Information	Street Address
Main Telephone: 410-887-8750	1114 Shawan Road, Suite 1 Cockeysville, Maryland 21030

The Volunteer Coordinator will be your main point of contact.

GENERAL SERVICES AT BALTIMORE COUNTY AG CENTER EQUINE FACILITY

Education

A herd of horses, primarily off the track thoroughbreds (OTTBs) resides at the Ag Center and may be made available for educational programs conducted by schools or in partnership with schools, including home school programs, 4-H and adult learning programs. All such programs involve primarily observation and groundwork. These are non-riding activities.

Adoptions

Many of the horses residing at the Ag Center Equine Facility are available for adoption through our Thoroughbred Aftercare Alliance (TAA) accredited rescue partner, the Foxie G Foundation. Prospective adopters must contact Foxie G Foundation directly:

<http://thefoxiegfoundation.org/>

Prospective adopters must comply with all requirements and screening required by Foxie G Foundation and are hereby advised that Foxie G Foundation has the sole and exclusive right to accept or reject any potential adoption application for any horse in their rescue program.

Current Equine Programs

Saratoga War Horse: <https://saratogawarhorse.com>

Saratoga War Horse assists veterans experiencing invisible, psychological wounds, as a result of their military service, by providing an equine-assisted experience that initiates empowering life changes.

Phone: 518-886-8131

Eagala Services: www.eagala.org/US

Provides a professional team to assist in improving the personal health and well-being of individuals, families and groups through interaction with the horse as teacher and guide: facilitating self-motivation, communication and expression.

EquiTeam Support Services: <https://www.equiteam.org/>

Phone: 717-309-2873

- **Educational Programs for Children**

Elmseed Foundation: <https://theelmseedfoundation.org/>

Building self-esteem and communication skills for children through the relationship with the horse and the mental health team.

Phone: 410-591-0274



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DEPARTMENTS

- **Site management:** Ag Center—Executive Director
- **Equine Management and Programs**—Equine Program Manager
- **Barn Operations and Animal Care**
 - Farm and Livestock Specialists
 - Volunteers

VOLUNTEER SERVICE DESCRIPTIONS

- **Barn Worker**—Provides assistance, as directed and supervised by BCACEF staff, with a variety of barn chores and some horse care.
- **Hands-on Horse Care**—Provides grooming, bathing, walking and horse holding assistance under direction and supervision of BCACEF staff. May assist with specific equine programs conducted at BCACEF with approval of the Equine Program Manager.
- **Special Events**—Equine Program and Adoption events, educational opportunities and fundraising.
- **Enrichment Team**—Developing items and activities to educate, stimulate and enrich equines and assisting staff in such activities.
- **Client and Visitor Services**—Assisting the Site Manager, Equine Program Manager and administrative staff with clerical duties.

POLICIES AND GUIDELINES

- It is critical to the strength and mission of Baltimore County Ag Center Equine Facility that volunteers support all policies and procedures set in place by the Ag Center.
- The minimum age for volunteers is 16 years of age with the required parental permission forms.
- Never bring anyone to volunteer with you, unless prior authorization has been given by the Volunteer Coordinator or the Equine Programs Manager. Each new volunteer must complete the required paperwork, provide copies of identification, attend orientation and receive training in order to volunteer. Do not bring pets with you when you volunteer at Baltimore County Ag Center Equine Facility or to any scheduled events.
- Volunteers must always wear visible identification that is provided by the Volunteer Coordinator.
- The Baltimore County Ag Center Equine Facility promotes a philosophy of fairness, which encourages growth and improvement. In the application packet you will find the Code of Conduct. Volunteers are expected to follow all of the rules and procedures outlined in the application packet, in orientation and in all training sessions. Failure to adhere to the rules and policies may result in dismissal from the program.
- Every volunteer must successfully complete the training required for the service they wish to perform with the Baltimore County Ag Center Equine Facility. The training will



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be provided by the Baltimore County Ag Center and must be completed before the specialized service can begin.

BARN, Paddock AND ARENA SAFETY AND HEALTH

- Safety is everyone's responsibility! If you need help, ASK!
- Report all injuries, no matter how small, to the Volunteer Coordinator, Equine Program Manager or a staff member.
- Never attempt tasks for which you have no authorization or training.
- Report any unsafe conditions to the Volunteer Coordinator or staff member immediately.
- Make sure your Tetanus shot is current!
- Always use the correct protective equipment/tools needed for each task as instructed!

TIME COMMITMENT AND ATTENDANCE

The requirement to be a volunteer with Baltimore County Ag Center Equine Facility is a minimum of 10 hours per month for not less than 6 months. Your shift will begin once you sign in with the Volunteer Coordinator and will end when you sign out.

APPROPRIATE DRESS CODE

- Close toed, flat-soled shoes
- Long pants
- Appropriate BCACEF Identification and uniform (volunteer t-shirt, volunteer apron, etc.)
- No excessive jewelry
- No heavily scented perfumes, lotions, etc.
- Clothing should be suitable for a professional environment, where you may get wet or dirty or clean stalls

CELL PHONES

While you are volunteering at BCACEF, we want the horses and clients that need your assistance to be your focus. For this reason we request that all cell phones be left in your vehicles. Cell phone use while handling a horse or interacting with a client is strictly prohibited.

CONDUCT

- When volunteering with BCACEF, it is important to be polite, courteous and helpful. Please familiarize yourself with the Code of Conduct.
- It is the policy of BCACEF to provide a workplace that is free from discrimination and harassment and one that promotes equal opportunity and equitable treatment. Any type of harassment or discrimination based on a person's race, religion, color, ancestry or



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national origin, sex, age, marital status, gender identity, sexual orientation, disability, genetic information, etc. is prohibited. Please bring any issues to the attention of the Equine Program Manager.

MEETINGS AND COMMUNICATION

BCACEF will notify you using the email address you provided on your application, through the Volunteer Facebook Page or in the monthly Volunteer Newsletter of any scheduled meetings or upcoming events.

COMPLAINTS

Any concerns, questions or ideas should always be taken directly to your Volunteer Coordinator. If you have a complaint or issue that you would like addressed, bring it to the attention of the Equine Program Manager.

If you encounter any difficulties, bring the situation to the attention of the Volunteer Coordinator or Equine Program Manager as soon as possible. We want to make this an enjoyable environment for everyone to work in as a team.

VIOLENCE IN THE WORKPLACE

It is the policy of BCACEF to provide a workplace for its employees and volunteers that does not tolerate harassment of employees and/or volunteers while representing the facility or the display of violent, aggressive, disrespectful, or threatening behavior. Harassing behavior may be, but is not limited to physical, verbal or visual harassment. BCACEF prohibits the possession and the use of firearms and or other dangerous weapons by its employees, volunteers, or visitors while conducting BCACEF business, while on the property, or while in a BCACEF vehicle. Employees or volunteers shall summon help from coworkers or call 911 if they are threatened or believe they are in imminent danger.

DRUG FREE WORKPLACE

Baltimore County Ag Center is a drug free workplace. The following activities are prohibited on BCACEF premises or while conducting BCACEF business: the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance. No volunteer shall report for volunteer activities after having used a controlled substance that has not been legally prescribed by a health practitioner. No volunteer shall report for volunteer activities while impaired from consumption of alcohol.

INCLEMENT WEATHER POLICY

Please monitor media announcements regarding closures or late openings on WBAL Radio, 1090 AM, WBAL-TV 11 and WJZ-TV 13, the County's Facebook page, or on the Baltimore County



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website. Only these sources will provide reliable closing information. The facility will not need volunteers if closed.

For the safety of staff and animals, in the event of rain, snow storms or lightening, horses may not be walked. This may also apply to extreme heat or cold.

EMERGENCY EVACUATION PLAN

- The parking lot on the Western side of the Main Ag Center Offices Building is the designated emergency assembly point for everyone.
- If an alarm sounds or an announcement is made on the paging system for evacuation of the building, all staff, volunteers, and clients must exit the building and barns immediately. If necessary, staff members should assist clients and volunteers in exiting. If smoke is present, apply a wet towel around nose and mouth to protect from smoke inhalation.
- In addressing any issues relating to emergency evacuation of animals, volunteers must take direction from staff.
- Employees are required to check in with their supervisor when arriving in at the emergency assembly point. Volunteers should check in with the Volunteer Coordinator or nearest staff member. Do not leave the area. Management must ensure that all employees and volunteers are accounted for.

The Baltimore County Ag Center Equine Facility Volunteer Handbook is a living document and the information and policies are subject to change as the volunteer program develops. If changes to the Handbook occur, you will be informed immediately of the new information and be asked to sign-off on receipt of, and agreement with, the new material.

My signature below indicates I agree with the terms and conditions of this Volunteer Handbook.

Signature: _____ Date: _____

Print Name: _____

Witness: _____ Date: _____